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WAR FOOD ADMINISTRATION  
Food Distribution Administration  
Washington 25, D. C.

September 4, 1943

FINANCE AND ACCOUNTS DIVISION MEMORANDUM NO. A-27

To: Chiefs, Regional Fiscal Divisions  
Regional Directors  
Branch and Division Chiefs

From: Edward J. Kelly, Chief, Finance and Accounts Division

Subject: <sup>A</sup> Designation of Personnel

Effective immediately Mr. Thomas Sappington is designated Chief, Washington Operations.

Under his jurisdiction re the personnel and activities of the following Sections:

Administrative Accounting  
Administrative Voucher Review  
Cashier, Payroll and Service  
Transportation Claims and Suspensions

*Edward J. Kelly*



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WAR FOOD ADMINISTRATION  
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Washington 25, D. C.

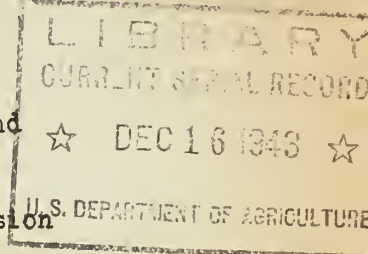
November 9, 1943

FINANCE AND ACCOUNTS DIVISION MEMORANDUM NO. A-27  
Supplement 1

To: Branch and Division Chiefs, Regional Directors, and  
Chiefs, Regional Fiscal Division Chiefs

From: Edward J. Kelly, Chief, Finance and Accounts Division

Subject: Designation of Personnel



Effective November 3, 1943, the Program Accounting Section is separated from the Northeast Regional Fiscal Division, and is made a Section of the Finance and Accounts Division, Washington, D. C. Mr. Frederick R. Linser is designated Acting Chief of the Program Accounting Section and is administratively responsible to the Chief of the Finance and Accounts Division, Washington, D. C. All communications in connection with Program Accounting activities should be addressed to:

F. R. Linser, Acting Chief  
Program Accounting Section  
Finance and Accounts Division  
Food Distribution Administration  
150 Broadway, 6th Floor  
New York, 7, New York

Mr. J. W. Harvey, Jr., retains the office of Chief, Fiscal Division, Northeast Region. Communications concerning matters affecting the Northeast Regional Fiscal operations should be addressed to:

J. W. Harvey, Jr., Chief  
Fiscal Division, Northeast Region  
Food Distribution Administration  
150 Broadway, 11th Floor  
New York, 7, New York

Effective November 15, 1943, the fiscal offices in Des Moines, Iowa, and Denver, Colorado, will be abolished. Communications involving operations in the States of Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin, should be addressed to:

F. A. Ballard, Chief  
Fiscal Division, Midwest Region  
Food Distribution Administration  
5 South Wabash Avenue  
Chicago, 3, Illinois

Communications involving fiscal operations in the States of Arkansas, Colorado, Kansas, Louisiana, New Mexico, Oklahoma and Texas, should be addressed to:

C. D. Johanson, Chief  
Fiscal Division, Southwest Region  
Food Distribution Administration  
570 Terminal Annex  
Dallas, 2, Texas

Communications involving fiscal operations in the States of Arizona, California, Idaho, Nevada, Montana, Oregon, Utah, Washington, Wyoming, and the Territory of Hawaii, should be addressed to:

Henry C. Soito, Chief  
Fiscal Division, Western Region  
Food Distribution Administration  
821 Market Street  
San Francisco, 3, California

*Edward J. Kelly*



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November 11, 1943

FINANCE AND ACCOUNTS DIVISION MEMORANDUM NO. A-27

Supplement 2

To: Branch and Division Chiefs

From: Edward J. Kelly, Chief, Finance and Accounts Division

Subject: Delegation of Authority in the Finance and Accounts Division

In the interest of more expeditious handling of problems and questions addressed to the Finance and Accounts Division the following named individuals are hereby authorized to sign correspondence relating to matters under their respective supervision. Branch and Division personnel are requested to address communications to these individuals or others serving in an acting capacity on matters relating to their respective activities as indicated below and to reply directly to communications from them.

Washington Operations:

T. A. Sappington, Chief, Washington Operations. Extension 3201-2  
Policy and major operational matters pertaining to the following  
Sections under his supervision:

Jennie K. Hunt, Chief, Cashier, Payroll and Services Section.  
Extension 4961 or 3022

Washington office collections, refunds, payroll, withholding  
tax, bond deduction and retirement matters.

H. M. Herndon, Chief, Administrative Voucher Review Section.  
Extension 6185.

Washington office administrative expense vouchers including  
vouchers covering travel while on official business and Letters  
of Authority.

Walter A. Stroud, Chief, Transportation Claims and Suspensions Section.  
Extension 4946 or 4965.

Transportation claims (other than passenger transportation)  
and General Accounting Office exceptions relating thereto.

H. L. Oberheim, Chief, Administrative Accounting Section.  
Extension 3029.

All questions pertaining to trust fund accounts and adminis-  
trative expense accounts maintained in the Washington office.

All questions not cleared satisfactorily with these Section Chiefs should be brought to Mr. T. A. Sappington for further consideration and necessary action.

Accounting Management Section:

H. O. Hart, Chief. Extension 5894

Questions of policy on fiscal procedures relating to programs now in operation.

George C. Hoffman, Assistant Chief. Extension 2941

Instructions regarding fulfillment of established policy on fiscal procedures.

(C. M. Farquhar, Extension 4976

(A. M. Ellis, Extension 4208 or 6078

All questions or problems about individual transactions arising out of programs actually in operation.

C. E. Wise, Extension 4976

All questions on reports of trust fund operations, regional office cash requirements on trust fund activities and status of uncollected balances due for inspection service rendered under trust fund agreements.

Control and Reports Section:

(F. Roy Stutzman, Chief, Extension 5890

(Jesse D. Beauchamp, Assistant Chief. Extension 3050

All questions concerning administrative expense reports from all fiscal offices of Food Distribution Administration.

Quotations Processing Section:

(Fred J. Kyttle, Chief. Extension 4042-3

(Frank Brechley, Assistant Chief. Extension 4256

All questions relating to the Commodity Code, Monthly Price Quotations Bulletin, pricing procedures, and pricing and invoicing policy.

Office of the Division Chief:

(Edward J. Kelly, Chief. Extension 4753-4

(H. O. Hart, Assistant Chief. Extension 5894

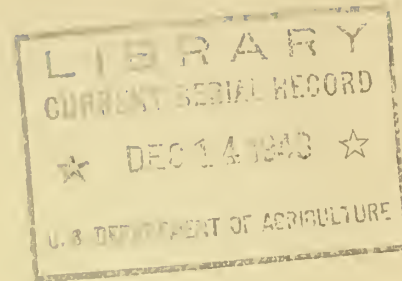
All matters of fiscal policy, major operational problems, proposals involving new or contemplated programs or operations and all matters not handled satisfactorily or promptly by other Divisional personnel.

Cooperation by the Branch and Division personnel will materially assist the staff of the Finance and Accounts Division in improving its service both as to promptness and as to quality.

*Edward J. Kelly*



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WAR FOOD ADMINISTRATION  
Food Distribution Administration  
Washington 25, D. C.

December 2, 1943

FINANCE AND ACCOUNTS DIVISION MEMORANDUM NO. A-27  
Supplement 3

To: Branch and Division Chiefs and Regional Directors  
From: Edward J. Kelly, Chief, Finance and Accounts Division  
Subject: Designation of Personnel

Effective immediately Mr. J. Earl Wignall will assume the duties of the Chief, Fiscal Division, Southwest Region. The address will be:

Mr. J. Earl Wignall  
Chief, Fiscal Division  
Southwest Region  
Food Distribution Administration  
570 Terminal Annex  
Dallas, 2, Texas

*Edward J. Kelly*

